### 2006-2007

## Priority 2: Previous Recipients

## **Endowment Application**

## Community Scholarship Matching Grant Program

Higher Education Coordinating Board 917 Lakeridge Way, P.O. Box 43430 Olympia, WA 98504 360-753-7846

Deadline: April 15, 2007



#### ENDOWMENT MATCHING GRANT PROGRAM GUIDELINES

#### **Introduction and Purpose**

The state-funded Community Scholarship Matching Grant Program provides \$2,000 matching awards as an incentive for non-profit, community based organizations to raise local dollars for college student scholarships. Your organization previously received a \$2,000 Community Scholarship Matching Grant from the state of Washington. In an effort to encourage continued scholarship fundraising, your organization is now being offered an opportunity to apply for a grant for the purpose of establishing (or adding to) a scholarship endowment fund. This option is designed to add permanence to your efforts by creating a vehicle that can be held in perpetuity to generate college scholarships for future generations.

A \$2,000 endowment-matching grant may be awarded when an organization completes the enclosed application and supplies evidence of raising at least \$2,000 in local money during the period of April 1, 2006 and the date the application is completed (must be by April 15, 2007). The organization agrees to place the \$2,000 matching money and at least \$2000 of their local money into an irrevocable endowment. The organization will complete a year-end report verifying the deposit to the endowment.

The real beneficiaries of the endowment-matching grant will be future community members who receive college scholarships. Not only will they receive a tangible award, but they also will gain increased confidence knowing the community supports their educational goals. The endowment matching grant will encourage communities to support local scholarship fundraising efforts. This creates opportunities for local residents to support their communities in a way that benefits young people, who are just beginning their adult lives, and the many adults in the community who, for reasons of employment displacement, health concerns and family commitments, are now re-entering the education system. A local community scholarship endowment fund also provides a vehicle for local residents who want to give money to the community.

Dollars for Scholars® is a national program of Scholarship America, the nation's largest non-profit private sector scholarship and educational support organization. Located in the Seattle area, the staff members of Northwest Dollars for Scholars have provided resource materials, technical support and on-site assistance to over 217 Washington and Oregon communities that were interested in forming local scholarships. State law gives preference to organizations that affiliate and are in good standing with Northwest Dollars for Scholars.

#### PRIORITIES FOR THE 2006-2007 YEAR

The Higher Education Coordinating Board has established three priority groups. Filling out the attached application qualifies your organization for consideration under the **Priority Two** group.

#### **Priority One**

Eligible organizations that have not previously received the matching grant.

#### Priority Two

Previous recipients of the matching grant who wish to raise additional dollars for deposit into a permanent and irrevocable scholarship endowment fund.

#### **Priority Three**

Previous recipients of the matching grant who wish to raise additional dollars for student scholarships.

#### **ELIGIBLE ORGANIZATIONS**

To be eligible for an endowment matching grant, a community organization must:

- Have an existing scholarship endowment account or make a recorded board motion to establish an endowment fund and, after April 1, 2006, have raised at least \$2,000 in new money to be applied to the endowment fund. New money must be the result of community fundraising activities only, and not include interest from endowments or other interest incomes.
- Have maintained tax exempt status under section 501(c)(3) of the Internal Revenue Service Code.
- Award student scholarships without regard to age, sex, marital status, race, creed, color, religion, national origin, or the presence of any mental, sensory, or physical handicaps.

#### APPLICATION AND SELECTION PROCEDURES

Within this priority group organizations will be selected after all priority 1 awards have been made, on a first-come, first-served basis after April 15, 2007, as long as funds remain available. Legislative preference is given to those organizations that affiliate with Dollars for Scholars. A complete application will include the following:

- ✓ A completed matching grant application.
- ✓ Copies of bank statements or other dated documents verifying a minimum of \$2,000 raised for student scholarships since April 1, 2006.
- ✓ A copy of board minutes or other evidence verifying the existence of an endowment fund or intent to establish an endowment fund. Dollars for Scholars affiliates may contact Northwest Dollars for Scholars for further information and assistance.

On the application form the organization must certify that the following items have not substantially changed since the state awarded the original matching grant:

- ✓ Organization's approved by-laws.
- ✓ Organization's list of Board members, including names, addresses and occupations.
- ✓ Organization's IRS 501(c)(3) tax exemption letter or Scholarship America/CSFA taxexemption letter. (It is the organization's responsibility to document its IRS exemption.)

Note: If these items have changed significantly, the organization will include updated information with the application.

#### GRANT DISBURSEMENT AND REPORTING

The Higher Education Coordinating Board will disburse the \$2,000 endowment matching grant to the community-based scholarship organizations as they are selected.

Organizations that receive the \$2,000 endowment grant matching funds must deposit them along with a minimum of \$2,000 of their locally raised funds into an irrevocable endowment fund.

Endowment matching funds will be mailed to selected organizations with an award report that must be completed and returned to the Higher Education Coordinating Board by June 20, 2007. The report will document that at least \$4,000 was deposited into an irrevocable endowment account. A sample report is included in this packet.

## STATE OF WASHINGTON COMMUNITY SCHOLARSHIP MATCHING GRANT APPLICATION

Please type or print neatly in ink

# PRIORITY TWO ENDOWMENT APPLICANTS ONLY 2006 - 2007

1.				
Contact Person	ntact Person E-mail		Phone	
2				
Official Name of Organization		EIN or Fed ID#		
3.				
Official Street Address of Organization	City	State	Zip	
CHECK HERE IF DOLLARS FOR SCHOLAR	S AFFILIATE IN GOOD ST	ANDING		
4. Selected Officers:		_		
4. Selected officers.				
President	Phone (Home)		Phone (Work)	
Trostacin	Thone (Home)	11.	ione (vvork)	
Street Address	City	State	Zip	
5.1.000 1.1.001.000			F	
Treasurer	Phone (Home)	Ph	none (Work)	
Street Address	City	State	Zip	
5. Updated Statement of Organization Purpose:				
6. Date of State Incorporation:				

(Not required for Dollars for Scholars applicants.)

	<u>Activity</u>	<u>Date</u>	Amount Raise	Amount Raised			
8.		ment fund or a recorded board motion estable dedicated to preserving all principal and to					
9.	Attach copies of bank statements or other dated documents verifying deposits of a minimum of \$2000 raised since April 1, 2006. Include documentation for both beginning and ending dates. Documentation should relate to fundraising activities describe in #7 above.						
10.	Please certify that the following have not been substantially revised since the award of the first matching grant. Check the "no" box if items have not changed. Check the "yes" box if items have been substantially revised. If you checked "yes", please provide a copy of the revised documents.						
	<ul> <li>Official Bylaws</li> <li>List of Board members</li> <li>IRS 501(c)(3) tax-exemption letter or Scholarship America/CSFA tax-exemption letter</li> <li>Student scholarship selection methodology</li> </ul>	or Scholarshin America/CSFA	Yes □ Yes □	No □ No □			
		•	Yes □ Yes □	No □ No □			
11.	organization awards student scholarships national origin, or the presence of any me	nerein is true and correct to the best of my os without regard to age, sex, marital statumental, sensory, or physical handicaps. I fur zation will complete the required follow-up	us, race, creed, color, a rther certify that if prov	religion, vided an			
	Signature of Designated Board Official	Title					
	Printed Name	·					
	Phone Number	 Date		<del></del>			

Send completed application packet to: Community Scholarship Matching Grant Program, Higher Education Coordinating Board, 917 Lakeridge Way, PO Box 43430, Olympia, WA 98504-3430.

# WASHINGTON STATE COMMUNITY SCHOLARSHIP ENDOWMENT MATCHING GRANT PROGRAM FINAL REPORT 2006-2007

Name of Organization:	Federal ID	#				
ENDOM	ADMITTATION INTO DATA MANAGEMENT					
	MENT FUND INFORMATION	1100				
	you need to report on activities in more than one endowment fund, make additional copies as needed					
and attach the	appropriate supporting documentation	on.				
Name of Endowment:	Date Establi	ished:				
Account Number	Balance in Account on April 1, 2006:					
RECORDS OF DEPOSI	Γ FROM APRIL 1, 2006 TO THE	E PRESENT				
DATE OF DEPOSIT	•	OUNT				
2011	20/200	7				
	7 00 07	222				
10 no	+					
	Comi	5/04				
		rele				
Current Balance:	Date:					
Current Butunee.	Butc					
Evidence of our endowment fund was s	ubmitted with our application. A	ll of the above funds (must equal				
a minimum of \$4,000) have been depos	sited into this irrevocable endowm	ent fund and will be held in				
perpetuity. I have attached the following	ng supporting documentation:					
	le Endowment Fund investment ac	ecount or bank account, with				
account number.						
- Copies of a minimum \$4,000 c	leposit made to this Endowment F	und account.				
I certify that all information contained	nerein is true and correct to the be	st of my knowledge.				
•		, c				
Signature of Designated Organization Board O	fficial Title	Date				
Printed Name	<del></del>					

Return completed form no later than **June 20, 2007:**Community Scholarship Matching Grant Program
Higher Education Coordinating Board
917 Lakeridge Way, PO Box 43430
Olympia, Washington 98504-3430